

---

## INTRODUCTION

This manual applies to procurement contracts. Procurements are in accordance with the Management and Budget Act, PA 431 of 1984. MDHHS is required to comply with the Department of Technology, Management and Budget (DTMB) purchasing guidelines and standards. The MDHHS Bureau of Purchasing (BOP) is the departmental liaison with DTMB Procurement. For more information, state of Michigan employees can visit the [Bureau of Purchasing website](#). Contact a BOP analyst or buyer for answers to procurement questions.

## PROGRAM STANDARDS

Program standards contain information used for completing the agreement request form, such as accounting codes, payment method, audit status, allowed services, and contractor organization types. State of Michigan employees can find current program standards on the [Bureau of Purchasing website](#).

## EFFECTIVE DATES

A contract or amendment is in effect when fully executed (signed by both the contractor and the MDHHS signature authority).

Service(s) should not be delivered, and no costs to the state should be incurred before the date established in the contract, or the effective date, whichever is later.

## DURATION OF CONTRACT

Most contracts are three years in duration. Contracts may include language to extend the contract for up to two years.

## CONTRACT APPROVALS AND SIGNATURES

Signature authority for all contracts is formally delegated by the MDHHS director.

## FORMS

State of Michigan employees can find forms referred to in this manual on the [Bureau of Purchasing website](#).

